

27th Annual Meeting individual registration Step-by-step guide

▪ **STEP 1**

Go to the website of the 27th Annual Meeting via <https://www.charcot-ms.org/conferences/27th-annual-meeting> and click the link “27th Annual Meeting website”.



27th Annual Meeting
of the European
Charcot Foundation

www.charcot-ms.org

21 - 23
November
2019

Grand Hotel Dino
Baveno, Italy



Welcome
Organise your attendance
Posters
General Information
Sponsors

Dear colleagues and friends,

On behalf of the Board of the European Charcot Foundation, I am pleased to invite you to the **27th Annual Meeting** of the European Charcot Foundation which will be held in Baveno, Italy from **Thursday 21 until Saturday 23 November 2019**.

We are proud to announce **registrations** are already **open** and **hotel reservations** are being **accepted**. Additional information you may require in order to organise your attendance will be published in the coming weeks.

The Scientific Committee is developing a strong and diverse scientific programme around the main theme "**B cells**". Stay tuned for information on the different sessions, the lectures and the faculty.

We are confident, Grand Hotel Dino in the charming town of Baveno, will make again the ideal environment for all of us to meet fellow professionals, exchange views and create opportunities for collaboration, sharing ideas and building relationships.

Looking forward to welcoming you in Baveno.

Sincerely,



Prof Giancarlo Comi
President of the European Charcot Foundation

Key Dates

15 May 2019

Deadline registration at Early Bird Fee

31 October 2019

Deadline registration at Regular Fee

1 November 2019

On-site Registration Fee applies

Select the tab “**Organise your attendance**” and then click on the tab “**Annual Meeting Registration**”.



27th Annual Meeting
of the European
Charcot Foundation

www.charcot-ms.org

21 - 23
November
2019

Grand Hotel Dino
Baveno, Italy



Welcome
Organise your attendance
Posters
General Information
Sponsors

Annual Meeting Registration
Hotel Reservation
Young Investigators
Travel Grants
Travel Information

Registration for... Register now to... The number of... Please note pr... We accept ind...

Registration Fee...

(all fees are in euro, including applicable VAT)

	Early Bird Fee	Regular Fee	Onsite Fee
	until 15 May 2019	16 May until 31 October 2019	as from 1 November 2019

Key Dates

15 May 2019

Deadline registration at Early Bird Fee

31 October 2019

Deadline registration at Regular Fee

1 November 2019

On-site Registration Fee applies

▪ **STEP 2**

Scroll down and click on the green “REGISTER”-button. A new window will open.

The Registration Fee includes:

- Admittance to the 27th Annual Meeting Sessions and all Satellite Symposia
- Admittance to the Poster area
- Scientific Networking Cocktail
- All lunches and coffee breaks on Thursday, Friday and Saturday
- Meeting folder and entrance badge
- Access to the final programme and the 27th Annual Meeting Application
- Access to the Live Stream

* Young Investigators are born in 1984 or after.

Young Investigators may be requested to present their identity card or passport when picking up their badge at the registration desk.

A registration cannot be shared by two or more participants. As such, only the participant whose name appears in the registration file may pick up the badge on-site and no substitutions will be allowed once the badge has been picked up.

Admittance to the Scientific Networking Cocktail on Thursday 21 November 2019 is included in the Registration Fee, however, pre-registration is mandatory.

[REGISTER](#)

European Charcot Foundation
Operational and Administrative Secretariat



▪ **STEP 3**

Click on the “NEW REGISTRATION”-button to start your registration for the 27th Annual Meeting.



European Charcot Foundation

27th Annual Meeting
of the European
Charcot Foundation

www.charcot-ms.org

21 - 23
November
2019

Grand Hotel Dino
Baveno, Italy



[NEW REGISTRATION](#) [MODIFY REGISTRATION](#)

European Charcot Foundation
Operational and Administrative Secretariat

Vaartdijk 3 - 002
3018 Leuven, Belgium

charcot@seauton-international.com
www.charcot-ms.org

IVA 001 776 49993
VAT BE 0464 882 990



▪ **STEP 4**

Choose one of the available options. To register a person to attend the Annual Meeting, check the option ‘Meeting Delegate’. If you are born in 1984 or after, you may consider to register as a young investigator with poster or without poster since different registration fees apply. Please be aware the registration code to receive a discount will be asked in step 6.

Click on the “CONTINUE”-button.



27th Annual Meeting
of the European
Charcot Foundation

www.charcot-ms.org

21 - 23
November
2019

Grand Hotel Dino
Baveno, Italy



PLEASE SELECT ONE OF THE OPTIONS BELOW *

- Meeting Delegate
- Young Investigator with Poster (registration code required) [\[More Info\]](#)
- Young Investigator without Poster (registration code required) [\[More Info\]](#)
- Faculty (registration code required)
- Sponsor (registration code required)
- Press (registration code required)
- Guest (registration code required)
- Live Stream Delegate
- Live Stream Guest (registration code required)

CONTINUE

STEP 5

Enter your email address in the required field. Please be aware all communication related to the registration will be sent to this email address.



27th Annual Meeting
of the European
Charcot Foundation

www.charcot-ms.org

21 - 23
November
2019

Grand Hotel Dino
Baveno, Italy



MAIN EMAIL ADDRESS (all communication related to the registration will be sent to this email address: f.e. confirmation of registration, registration voucher, survey, certificate of attendance)

For individual registrations it is advised to use the email address of the delegate.

For group registrations it is advised to use the email address of the group responsible.

Main Email Address*

Cc Email Address

CONTINUE

Click on the “CONTINUE”-button.

STEP 6

Select the “No”-button as an answer on the first question.

Complete all the fields (fields with an asterisk are required) and confirm your registration by clicking the green “CONFIRM”- button.



27th Annual Meeting
of the European
Charcot Foundation

www.charcot-ms.org

21 - 23
November
2019

Grand Hotel Dino
Baveno, Italy



* = Required Field

TYPE OF REGISTRATION:

Is this registration part of a group registration?*

[\[Clear Selection\]](#)

- Yes
- No

REGISTRATION CODE:

Registration code*

DELEGATE INFORMATION (will be printed on the meeting badge / certificate of attendance):

Title / Salutation*

First Name*

Last Name*

Organisation / Institution (max 30 characters)*

Country*

ADDITIONAL DELEGATE INFORMATION:

Gender [\[Clear Selection\]](#)

- M
 F

Street & Number

Zip (Postal Code)

City

(Mobile) Phone Number

Delegate Email Address

PROFILE INFORMATION:

Type*

Discipline*

Discipline*

Where do you know the ECF from?

Main reason to attend

Where do you know the ECF from?

Main reason to attend

PRIVACY REGULATIONS:

I agree the delegate information provided may be

- used by the European Charcot Foundation to communicate about future Annual Meetings and other activities and can be stored for this purpose for a period of 5 years.
 shared with ECF's partners or supporting organizations for the purpose of providing information regarding MS products or services or sending invitations to special events or Satellite Symposia.

For more information consult our [Privacy Policy](#).
To consult, modify or delete the information provided with this registration, please contact ECF Operational and Administrative Secretariat by [email](#).

SPECIFIC TERMS AND CONDITIONS:

I accept the [Specific Terms and Conditions](#).*

CONTINUE

You have the possibility to register for the Scientific Networking Cocktail on Thursday 21 November.

The Scientific Networking Cocktail is included in the registration fee. An amount of € 30 (VAT included) will be deducted from the registration fee in case the delegate does not register for the Scientific Networking Cocktail.

Check the box if you would like to attend the Scientific Networking Cocktail and press the “CONTINUE”-button.



27th Annual Meeting
of the European
Charcot Foundation

21 - 23
November
2019

Grand Hotel Dino
Baveno, Italy

European Charcot Foundation
www.charcot-ms.org

* = Required Field

Registration Scientific Networking Cocktail on Thursday 21 November 2019 [\[More Info\]](#)

CONTINUE

STEP 8

You can see an overview of the subscribed delegate. At this stage it is still possible to edit the information of the delegate.

Select “CONFIRM REGISTRATION” to finalize your registration.

Current registrations					
Ref #	Name	Email Address	Category	edit	delete
217707708	Sofie Vandeborgh	sofie.vandenberg@seauton-international.com	Meeting Delegate	edit	delete

CONFIRM REGISTRATION

Add an additional registration

* = Required Field

MAIN EMAIL ADDRESS (all communication related to the registration will be sent to this email address: f.e. confirmation of registration, registration voucher, survey, certificate of attendance)

For individual registrations it is advised to use the email address of the delegate.

For group registrations it is advised to use the email address of the group responsible.

Main Email Address*

Cc Email Address

PLEASE SELECT ONE OF THE OPTIONS BELOW*

- Meeting Delegate
- Young Investigator with Poster (registration code required) [\[More Info\]](#)
- Young Investigator without Poster (registration code required) [\[More Info\]](#)
- Faculty (registration code required)
- Sponsor (registration code required)
- Press (registration code required)
- Guest (registration code required)
- Live Stream Delegate
- Live Stream Guest (registration code required)

CONTINUE

STEP 9

You can print your registration information and invoice by clicking on the magnifier at the right of your name.

Fill out the invoicing information and your credit card details. Click on “MAKE PAYMENT” to finalize your registration. You will receive a confirmation registration email once your payment has been finalized.

Your registration confirmation number and a link to the registration page has been added in the email to make modifications. To re-enter the registration system at a later stage you will need the email you used to register yourself and the reference number you will receive after registering your group.

Go to step 3 and click on the green “MODIFY REGISTRATION”-button. You will see the same overview as you see in step 8.



European Charcot Foundation

27th Annual Meeting of the European Charcot Foundation

www.charcot-ms.org

21 - 23 November 2019

Grand Hotel Dino Baveno, Italy



* = Required Field

Name	Email Address	Category	Total	details
Sofie Vandenberg	sofie.vandenberg@seauton-international.com	Young Investigator without Poster (registration code required)	€450.82	
			Total Selections	
			VAT	€99.19
			Total	€550.01

Date	Transaction Amount	Transaction Type	Balance
18/01/2019			€550.01
			€550.01

INVOICING INFORMATION:

Invoicing Name / Company* _____

Invoicing Contact Sofsof _____

Invoicing Address* fgdsrf _____

Invoicing Address (continue) _____

Invoicing City* df v _____

Invoicing State/Province _____

Invoicing Zip /Postal Code* _____

Invoicing Country* _____

PO Number _____

Terms and Conditions

For the Specific Terms & Conditions, please consult the conference website. Italian VAT Treatment applicable. If you use an Italian VAT number, reversed charge VAT is applicable. If you use a non valid VAT number, you may receive a new invoice, including VAT.

Please enter your VAT number

VAT Number

Please select your method of payment

Credit Card
Payment by credit card

We accept the following cards



Credit Card Number*

Expiration Date* Month Year

Card Security Code* [What is this?](#)

Cardholder Name*
First Name Sofie
Last Name Vandenberg

Cancellation Policy

After receipt of the registration confirmation, 100% cancellation costs apply. Please consult the conference website for the full Cancellation Policy.

Privacy Policy

We ensure the privacy and safety of your data at all times. Please consult the conference website for our Privacy Policy Regulations. If you have questions or complaints regarding our Privacy Policy Regulations, please contact us at charcot@seauton-international.com.

MAKE PAYMENT

▪ **STEP 10**

To re-enter your registration record at a later stage, follow STEP 2, STEP 3 and STEP 4. Click the green “MODIFY REGISTRATION”-button in STEP 3.



27th Annual Meeting
of the European
Charcot Foundation

www.charcot-ms.org

21 - 23
November
2019

Grand Hotel Dino
Baveno, Italy



NEW REGISTRATION

MODIFY REGISTRATION

European Charcot Foundation
Operational and Administrative Secretariat

Vaartdijk 3 - 002
3018 Leuven, Belgium

charcot@seauton-international.com
www.charcot-ms.org

IVA 001 776 49993
VAT BE 0464 882 990



To access and modify your registration record, you will need:

- the main email address you used to register (cfr STEP 5)
- your registration reference number (mentioned in the confirmation email you received after registering).

You will see the same overview as you see in STEP 8. You can now modify/update the requested information via the blue edit button.

Should you have any questions or need help with your registration, please do not hesitate to contact the Operational and Administrative Secretariat (charcot@seauton-international.com).